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ABSTRACT

This guide is a preliminary tool to be used to introduce online ready reference searching of government documents. The first half includes basic guidelines for determining whether a question warrants a ready reference search, selecting appropriate databases, and searching techniques; administrative notes and procedures; and guidelines denoting the parameters of a ready reference search. Procedures for assembling a step by step search strategy and collecting data for each search--which help to clarify guidelines relating to the appropriateness and the efficient execution of a search--are discussed. Search protocol used on BRS is briefly outlined to enable reference desk staffers to quickly become proficient and confident in doing ready reference searches. The second half features individual databases: (1) Congressional Records Abstracts Database; (2) Federal Register Abstracts Database; and (3) National Technical Information Service. Descriptions of each database include scope and use notes; costs and updating information; other pertinent facts about the database; and a summary of searching methods and formats particular to the database. Each description is followed by ready reference practice questions to enable the reader to become familiar with searching each database. (SD)

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READY REFERENCE DATABASE SEARCHING
AT THE
GOVERNMENT DOCUMENTS DESK:
AN INTRODUCTORY GUIDE

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INTRODUCTION

This guide is intended as a preliminary tool to be used in introducing ready reference searching at the government documents desk. Basic guidelines explaining the specific instances, databases and techniques are included. As the provision of this service is as new to staff as to patrons, an attempt has been made to keep things simple while starting up this operation. At present the department will search databases available through BRS. This will require searchers to become familiar with just one search protocol which may be used to search several databases. Further, searches will be concentrated in a few individual databases chosen because they are potentially the most helpful in answering the types of questions asked most frequently at the documents desk.

The first section of this guide contains administrative notes and procedures. Guidelines denoting the parameters of a ready reference search are presented. In the initial phase of introducing ready reference searching, searchers will be required to write out a step-by-step strategy for each search. This will allow for the immediate clarification of guidelines relating to both the appropriateness and efficient execution of ready reference searches. In order to evaluate the effectiveness of this service it is necessary to keep statistics for each search including: database name, length of search in minutes, and cost of search. Procedures for collecting such data are discussed in this section.

This guide contains a brief outline of search protocol used on BRS. One section is devoted to the sign-on procedures and to search commands, such as the print command, you will use most frequently. These commands remain the same in all databases on BRS. This section is akin to but not as detailed as Brenda Coven's training manual Ready Reference Searching On BRS: Government Documents. That manual should be consulted for further clarification of searching methods discussed here. Concentrating on just a few search commands and techniques will allow desk staffers to become quickly proficient and confident in doing ready reference searches at the documents desk.

Following this section are individual descriptions of each database which include scope and use notes, cost and updating information, and other pertinent facts about the database. These descriptions include a summary of searching methods and formats particular to that database. In order to get everyone started each description or "Aid Page" is followed by some simple ready reference practice questions to enable you to become familiar searching each of the databases.

READY REFERENCE QUESTIONS

Ready reference questions can be characterized by both length and content. Such queries require typing only a few short lines into the computer and receiving an "answer" quickly. A completed search usually takes no more than 5 minutes. Most often such searches are conducted for the purposes of verification or currency. In deciding whether a reference question warrants a ready reference search, the searcher must determine that a precise piece of information is being requested (i.e. the completion of a bibliographic citation) or that information for a short time period is being requested on a specific topic (i.e. recent information not covered in print sources yet.)

Ready Reference searches then are usually one of two types:

- 1) **Bibliographic verification** - To verify an incomplete citation the patron must have some definite concise information for at least part of the citation such as the author or title. Determining whether a document is a technical report or part of a series also falls under this category.
- 2) **Current Information** - Many computerized databases are more up-to-date than their paper counterparts. If someone requires recent information from a documents source for which you have discerned there is no paper index or text, an online search can be performed to retrieve information on a narrow topic limited to the latest few weeks of the database.

All ready reference questions should meet the following criteria:

- 1) Contain precise terminology requiring only a few short search statements to be typed into the computer.
- 2) Cover a limited (and usually recent) well-defined time span.
- 3) Take only a few minutes to complete and do not require printing a bibliography of citations.

When undertaking ready reference searches for currency it is important to keep in mind that while the computerized databases are more current than their print counterparts they also may include a time lag. You should check the database section of this guide to find out the time lag for the database you wish to search.

Also keep in mind that if the computer does not come up with an "answer", such as a completed citation, in a reasonable amount of time it may be because the search is based on imprecise or incorrect information. In this situation it is best to discontinue the search and request more information of the patron. All requests for bibliographies on a certain subject should be referred to the department secretary who will follow existing procedures for making a search appointment.

PAPERWORK

Once you have decided to do a ready reference search you will choose the appropriate database and consult the "Aid page" provided in a later section of this work. From this you will learn how to accomplish your search within that particular database. Before signing-on to the terminal you need to write out your search strategy step-by-step. This can be done on any handy piece of paper. Once the search is completed this strategy sheet should be filed in the folder labelled "Ready Reference completed search strategies" in the documents desk drawer. These sheets will be collected and reviewed weekly.

Each strategy sheet should contain the following information:

- 1) Four letter database identifier
- 2) Separately listed lines of the search procedure
- 3) Print command to be used
- 4) Sign-off command
- 5) Your initials and the date

Please note the following example in which actual search statements to be typed into the computer are in bold print:

crec	(four letter identifier for the Cong. Record)
1_: moynihan	(1st search term computer prompts with 1_: which also signifies the set number containing the results)
2_: flag	(2nd search term computer results in set 2)
3_: 1 and 2	(combining sets 1 and 2)
4_: ..L/3 pd > 890701	(limiting pub date to after 7-1-89)
5_: ..p 4 bibl/1-2	(printing first two items in bibliography)
6_: ..o	(sign-off command)
MBS 8-7-89	(initials of searcher and date)

Once you have completed the database search you must complete an entry in the Data Sheet For Ready Reference Searching located in the three-ring binder next to the computer terminal. All information needed to fill-in this sheet is contained on the computer printout usually at the bottom of the sheet. Please become familiar with this procedure by perusing the sample sheet presented on the next page.

Data Sheet For Ready Reference Searching

Date	Database	# of Cites	Online	Cost	Found	Initials
	Searched	Printed	Time		Y or N	
9-7	CREC	2	5 min.	\$7.45	Y	MBS

The online time is listed at the bottom of the printout. It is labeled "connect time" and is shown in the decimal format "hours:minutes:seconds." In completing this area of the data sheet round off to the nearest minute. The cost listed on the data sheet should be the total cost of the search which is listed at the bottom of the printout under "Est Cost: Total." All other columns on the data sheet are self-explanatory and should be appropriately completed as soon as the computer search is finished.

The actual computer printout may be given to the patron or retained by the searcher for his or her own records.

SEARCH PROCEDURES AND COMMANDS

SIGNING ON TO BRS

You may use either Telenet or Tymnet to sign on to BRS using the following steps. Information that you need to type into the computer is in boldface type. **ENTER** means to press the enter key on the terminal.

TELENET

- 1) Turn on the terminal and power box.
- 2) Hit **ENTER**
- 3) Hit **C** and then hit **ENTER**
- 4) Type 96675566 and then hit **ENTER**
- 5) When you hear a beep hit **ENTER** twice.
- 6) Wait and then hit **ENTER** again.
- 7) Type **C 315 20 BR** being sure to observe the spaces and then hit **ENTER**
- 8) BRS Password: type (your local BRS password)
- 9) Security Password: type (local security password)

TYMNET

- 1) Turn on terminal and power box
- 2) Hit **ENTER**
- 3) Hit **C** and then **ENTER**
- 4) Type 94301221 and then hit **ENTER**
- 5) Terminal ID: type **A** (do not hit enter)
- 6) Wait and type **BRS**
- 7) BRS Password: type (local BRS password)
- 8) Security Password: type (local security password)

After signing on the system will ask if you would like to see the broadcast message. These messages are often lengthy, time-consuming to read and not cost effective. When receiving this query always hit **ENTER** to continue directly on to your search. (Note: you will be apprised of any changes in BRS and specific databases by the Coordinator of Search Services).

SELECTING A DATABASE

Once you have signed on to BRS you are ready to follow your search strategy which you have written out prior to signing on. The system will ask you to select a database. You will do this by typing in the four letter label given to each database which you will find listed below and also on the "Aid Page" for the database in the following section. Here are the labels for the three databases we will be accessing:

Database Name	Label
Congressional Record Abstracts	CREC
Federal Register Abstracts	FREG
National Technical Information Service	NTIS

BASIC COMMANDS

All BRS commands are preceded by two periods. If you forget them the computer will not recognize these commands. There are five basic commands you must know to operate the system.

- ..P this is the print command which precedes any request for bibliographic citations to be printed.
- ..S this is the search command which allows you to continue searching after you have used the print command. You only need to use ..S after printing not when you are first entering search statements after signing on.
- ..L this is the limit command which you will use to limit publication date to a recent time period.
- ..C this is the change command which allows you to change to a new database without signing-off. After ..C you will need to enter the new database label just as if you had just signed on.
- ..O this is the "off" command; you must enter this command when you have completed a search in order to disconnect from the system. (Even if you shut off the computer we will still be connected to the system if you haven't typed ..O)

These basic commands allow you to effectively manipulate both the computer system and your search result. The next section contains basic search methods, incorporating some of these commands, to be used in completing ready reference searches in government documents.

SEARCH METHODS

As discussed earlier in this document a good ready reference question usually contains at least two precise terms to be entered into the computer. There are several ways to enter these terms depending on what they represent - author, title word, subject or topical term.

AUTHOR SEARCH

As Congressional Record and Federal Register are textual databases you cannot search them by author. This section presents examples of author searches on NTIS

NTIS - Type: lastname-initial\$.au.
ex: devine-w\$.au.

If you know both the first and middle initials

type: lastname-1stinit-2dinit.au.
ex: devine-w-d.au.

If you only know the last name you should enter as a term only if it is very unusual as you will have to truncate to get all possible first names. You should also have another component to add to a last name only search such as a title word to make it more specific.

type: lastname-\$.au.
ex: polyakov-\$.au.

Do not type in the first name of an author even if you know it. An author search using a first name will not work in the NTIS database. Use the above formats only.

TITLE SEARCH

Congressional Record (CREC) and Federal Register (FREG) cannot be searched by title. However, it is very helpful to search NTIS by title to complete bibliographic citations.

There are two types of title searches which you may find helpful.

TITLE "AND" SEARCH

If you know two or more distinct words of a title you can AND them together to increase your chances of retrieving just the item you are seeking. If you know that both the words "inviscid" and "supercomputer" are in the title of a technical report you would log on to NTIS and type in:

supercomputer.ti. and inviscid.ti.

If you know an author's last name and a word from the title you can AND together that information to narrow your search. For instance:

divine-\$.au. and supercomputer.ti.

This search will retrieve a document written by w.d. divine with the word supercomputer in the title.

TITLE "ADJ" SEARCH

If you know two words are ADJacent to each other in the title you can do an ADJ search. For instance if you know that the words "Viscous Flow" are right next to each other in the title of a technical report you can enter the following search statement into NTIS:

viscous adj flow.ti.

This is a more precise search which will retrieve only titles with those two words adjacent to each other.

TEXT SEARCHES

All three databases may be searched textually. Congressional Record (CREC) and Federal Register (FREG) are computerized versions of their printed counterparts. NTIS contains abstracts which may be searched using this method. In general, ready reference text searches will be done on CREC and FREG to locate current information which is not in print yet.

Text searching involves typing specific terms into the computer in either an AND, ADJ or OR search.

TEXT "AND" SEARCH

The sample search on page 3 is an example of an AND text search. You can enter your terms one at a time and AND together the resulting "set numbers" given to you by the computer as in the sample on page 3 or you can enter two or three terms in the same search statement ANDing them together. For example you might enter:

moynihan and flag

all on one line. The results will be the same regardless of your method of entry.

TEXT "ADJ" SEARCH

You can use ADJ instead of AND when two terms will appear in the text right next to each other. For example you could type:

flag adj burning

into CREC to see what had been said about the issue on the floor of Congress recently.

TEXT "OR" SEARCHING

Considering the last example of flag burning you might think that there could also be valuable information retrieved by using the term "flag desecration" as well as "flag burning". You could enter:

flag adj (burning or desecration)

This will broaden your search results to include citations to the Congressional Record mentioning flag desecration. To simplify this search you could type it on two lines and OR the two sets together:

1_: flag adj burning

2_: flag adj desecration

3_: 1 or 2

TRUNCATION

The truncation symbol represents a "wild card" in your search statement. The \$ is the truncation symbol used in searching all databases on BRS. Typing the \$ at the end of a word will retrieve several terms all with the same beginning but different endings. For example, if you type in:

salar\$

The computer will retrieve all terms starting with "salar" such as salary, salaries, salaried. If you are just looking for a word in its singular or plural form it is best to do an OR search instead of using truncation. For example, if you type in

bat or bats

The computer will retrieve documents with either term. If instead you were to type:

bat\$

The computer would retrieve all terms starting with "bat". This would result in a very imprecise search in which the computer would retrieve such terms as bat, bats, batch, bate, bath, bathe, bathos, battalion, batik, batrachian, batten, batter, battery, battle, batty, etc. If you are looking for just the terms bat or bats obviously typing in bat\$ is highly undesirable. Before using the \$ be sure the beginning of the term has enough letters and/or is rare enough that you won't retrieve a whole dictionary full of terms. Not only will that be unhelpful; it will be time consuming and costly as well.

STOP WORDS

Although it has been mentioned frequently in this document that search terms should be precise and if possible distinctive, it should be noted that certain words cannot be entered into the computer as search terms. These "stop words" are very common words consisting of conjunctions, prepositions, possessive pronouns, etc. Included in this group are such words as "if", "in", "their", "which" and "among". Please consult the "BRS/SEARCH Standard Stopword List" to familiarize yourself with all such stop words.

PUNCTUATION

Punctuation is generally omitted from search terms because it is not recognized by the computer. A good example of this is the name D'Amato. If you type in this name with the apostrophe it will not be recognized and you will get 0 results. Instead you must type in "damato" without the apostrophe or any space between the d and the a.

LIMITING YOUR RESULTS

The limit command is used to narrow your search results to a specific time period. You may know the date when a technical report was published or want only the most recent congressional debates on a certain topic. Once you have completed an author, title, or text search you can limit the results to a specified time period using the limit command.

Limiting By Publication Date on CREC and FREG

The limit command is typed in the same way in these two databases:

..L/2 pd > 890701

- .. L/ - this is the limit command which must be followed by a /
 - 2 - this is the set number where the results you want to limit are stored by the computer. It is always the number printed at the left hand margin. In the previous example, for instance the set number would be a 3. (See example on page 9 above)
 - pd - the abbreviation for publication date which tells the computer how you are limiting the results of your search. (i.e. limiting by publication date)
 - > - this greater than sign signifies that you want all information published after a certain date. You may use < and = instead but as you will usually be looking for current information > will be most often used.
- 890701 -this signifies the year (89), month (07), and date (01) of the publication date. In our example you want everything published after this date to the present. The date must always be typed in this six digit format in the order stated above.

Limiting By Publication Date on NTIS

The only difference from the above format is in the publication date. NTIS uses the designation YR instead of PD and only the year may be typed in using all four digits. Limiting by publication year will be typed in as follows:

..L/2 yr > 1988

PRINTING YOUR RESULTS

The print command is used to see the bibliographic citations that are the result of your search. Printing citations is done at the end of the search after ANDing and Limiting by publication date have been completed. Your final results will contain just a few citations which you can print out by typing in the print command in the following format:

..p 4 bibl/1-3

- 4 -this signifies the set number of your final results
- bibl -this indicates the format in which the citation will be printed. Always use "bibl" which means bibliographic citation. It must be followed by a /. You will also get a short abstract of the document in CREC and FREG (not NTIS).
- 1-3 -this signifies the number of citations to be printed. In this example the computer will print the first three citations of your search result. If you had only three in your set it will print them all. You may also put in single numbers, if you wanted to see just the second document in your results you would just type a 2 after the /.

CONGRESSIONAL RECORD ABSTRACTS DATABASE (CREC)

LABEL: CREC

SCOPE: CREC is an abstracting and indexing system to the Congressional Record. It contains concise summaries of and references to bills, resolutions, amendments, committee reports, public laws, speeches and debates on the floor of congress, and items inserted by representatives and senators.

YEARS OF COVERAGE: 1981 to present

UPDATING: Weekly on Fridays but is 2 to 3 weeks behind current date.

COST: \$55 per hour plus 30 cents per citation printed online

PRINT COUNTERPART: Congressional Record Index (Doc/Law/Ref J11 .R5) issued biweekly. Last annual index issued in 1981. Time lag is 4 to 6 weeks. (The Congressional Record has approximately a 10 day time lag.)

USE: Mainly to find references to recent congressional actions or debates. To track recent legislation or recent comments by a specific member of Congress.

SEARCHING METHODS:

AUTHOR: NO
TITLE: NO
TEXT: ADJ, AND, OR
LIMIT: ..L/2 pd > 890701
PRINT: ..p 3 bibl/1-3

PRINTOUT:

When you print using the "bibl" designation the bibliographic citations will have the following components:

AN	Accession number given to each item added to the database. Ignore it.
AB	Abstract - brief description of item retrieved.
SF	Sub File - directs you to the section of the Congressional Record to consult for the item. Each daily issue is divided into three parts: Senate (S), House (H), and Extension (E).
SO	Source - The source will always be the Congressional Record. The information contained here gives you the session of Congress, along with the Cong. Record number, date and page.
PD	Publication date - repeats the publication date listed in the SO field above.

CREC PRACTICE QUESTIONS

1.) I heard on the radio the other day that somebody in Congress commented on the controversy over allowing aluminum baseball bats into major league baseball games? Who was it and where can I find his or her comments? Write out your search strategy below.

2.) I know that Senator D'Amato has introduced legislation dealing with flag burning. The latest comments of his I can find are in the June 23, 1989 issue of the Congressional Record. Has he said anything about the legislation or subject more recently? Have Moynihan or Hochbrueckner? Write out your search strategy below.

3.) This past April Congress proposed reducing third world countries' debts if they agreed to preserve their rain forests. I need the text of these resolutions which were read in both houses of Congress. Where can I get this information? Write out your search strategy below.

FEDERAL REGISTER ABSTRACTS DATABASE (FREG)

LABEL: FREG

SCOPE: FREG is an abstracting and indexing system to the Federal Register. It contains concise summaries of and references to federal regulatory actions including: proposed regulations, notices, hearings, presidential proclamations and orders, and notices of rules taking effect.

YEARS OF COVERAGE: 1977 to present

UPDATING: Weekly but is two to three weeks behind current date.

COST: \$55 per hour plus 30 cents per citation printed online

PRINT COUNTERPART: Federal Register Index (Doc/Law/Ref KF70 .A2) Issued monthly with semi-annual and annual cumulations. Approx. 2 month time lag. Approx. time lag for daily issues of the Federal Register about one week.

USE: To find recently proposed or instituted regulations.

SEARCHING METHODS:

TEXT: AND, ADJ, OR
AUTHOR: NO
TITLE: NO
LIMIT: ..L/2 pd > 890701
PRINT: ..P 4 bibl/1-2

PRINTOUT:

When you print using the "bibl" designation the bibliographic citations will have the following components:

AN	Accession number given to each item added to the database. Ignore it.
DT	Document Type indicates the specific type of document including: rule, proposed rule, hearing, notice, or meeting. Also lists the section of the CFR affected.
AB	Abstract - brief description of item retrieved.
SO	Source - is always the <u>Federal Register</u> . Volume number, issue number, page number and date are given here.
PD	Publication date - repeats the publication date listed in the SO field above.

FREG PRACTICE QUESTIONS

1.) Have there been any new rules or regulations regarding the use of aspartame in the past few months? I can't find anything listed in the CIS Federal Register Index, the Federal Register Index or the CFR Index volume. The indexes are not up-to-date. Is there some other way to check? Write out your search strategy in the space below.

2.) I called the National Center for Health Statistics to get information on their new method of tabulating natality data by race of the mother. They said it would be published in the Federal Register in July or August but the index doesn't go up that far and I can't find it. Can you help me locate it? Write out your search strategy below.

3.) I'm trying to find a proposed rule governing the labeling of wine with the word light or lite (not sure). It was proposed in 1988 but I can't find it in the Federal Register Index. Can you help me? Write out your search strategy below.

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

LABEL: NTIS

SCOPE: Research and technical reports in the physical sciences, technology, engineering, biological sciences, medicine and health sciences, agriculture and social sciences.

YEARS OF COVERAGE: 1970 to present

UPDATING: Monthly

COST: \$47 per hour plus 37 cents per citation printed online

PRINT COUNTERPART: Government Reports Announcements and Index located in the Engineering Library.

USE: To verify partial bibliographic citations, determine whether something is a technical report and to find recent technical reports where some information is known (author or title words).

SEARCHING METHODS:

AUTHOR: surname-1stinitial-2ndinitial.au.
(even if 1st name is known use only the first initial)

surname-1stinitial\$.au. (middle initial unknown)

surname-\$.au. (first and middle initials unknown)

TITLE: term adj term.au. (for ADJ search)
term and term.au. (for AND search)

TEXT: ADJ, AND, OR

LIMIT: ..L/3 yr > 1988

PRINT: ..P 2 bibl/1-3

PRINTOUT:

When you print using the "bibl" designation the bibliographic citation will have the following components when appropriate:

AN Accession number - ignore it.

AU Personal author

TI Title of report

YR Year report completed

RN Report number

CN Contract or grant numbers

NTIS PRACTICE QUESTIONS

1.) My professor told me about a NASA paper I should look at. I don't know the author or publication date but am sure that the term "space necklace" is in the title. Can you help me find it? Write your search strategy below.

2.) I'm looking for a recent report by R. McNutt on the Voyager experiment. Do you have it? Write your search strategy below.

3.) There was a NASA report published in 1986 called "Environment Data Systems and Supercomputer Facilities." Actually, the first word might be "Environmental", I'm not sure. Can you locate it? Write your search strategy below.

DATABASE SEARCH METHODS CHART

LABEL	CREC	FREG	NTIS
AUTHOR	NO	NO	NAME-INIT-\$.AU. NAME-INIT-INIT.AU. NAME-\$.AU.
TITLE	NO	NO	TERM.TI. AND TERM.TI. TERM ADJ TERM.TI.
TEXT			
AND	TERM AND TERM	TERM AND TERM	TERM AND TERM
ADJ	TERM ADJ TERM	TERM ADJ TERM	TERM ADJ TERM
OR	TERM OR TERM	TERM OR TERM	TERM OR TERM
LIMIT	..L/2 PD > 890604	..L/2 PD > 890703	..L/3 YR=> 1988
PRINT	..P 4 BIBL/1-3	..P 3 BIBL/1-3	..P 2 BIBL/1-2
OFF	..O	..O	..O